



Administrative Policies and Procedures: 23.1

Subject:	Monitoring and Conducting Sanitation Inspections in Youth Development Centers and DCS Group Homes
Authority:	TCA 37-5-101, 37-5-102, 37-5-105, 37-5-106
Standards:	ACA: 3JTS-4B-01, 3JTS-4B-02, 3JTS-4B-05, 3JTS-4B-06; DCS Practice Standard: 8-306
Application:	To All Department of Children's Services Youth Development Center and Group Home Employees

Policy Statement:

The Department of Children's Services shall provide regular monitoring and procedures for facility sanitation inspections in all living, program and work areas to ensure compliance with the Department of Health, American Correctional Association (ACA) and Council on Accreditation Standards.

Purpose:

To ensure all juvenile justice facilities are inspected as applicable and comply with federal and state **sanitation** and health codes and laws.

Procedures:

A. Development of housekeeping plans	The superintendent/facility supervisor or designee will develop written housekeeping plans for the facility. These plans will include daily, weekly and monthly duties and will be monitored to ensure the facility complies with applicable health codes.
B. Role of the sanitation coordinator	<ol style="list-style-type: none">1. The fire safety officer/fire and safety coordinator will serve as the sanitation coordinator.2. The superintendent/designee will appoint a sufficient number of inspectors to work with the sanitation coordinator to ensure that weekly sanitation inspections encompass the entire facility.3. Weekly sanitation inspector(s) will check all areas of the facility. A weekly sanitation checklist, form CS-0117, Inspection Checklist for Offices and Facilities will be completed for each area checked and submitted to the sanitation coordinator by Wednesday of the week following the inspection. Department heads/supervisors are responsible for any corrective action.

	<ol style="list-style-type: none">4. The sanitation coordinator will re-inspect any area with major deficiencies. For any correctable deficiency where maintenance action is required in a youth development center, the on duty staff will prepare and submit to their department head a work request on form CS-0090, Maintenance Work Request, for approval.5. DCS group homes will make arrangements for the correction of the deficiency.
C. Annual health and environment inspection	An annual environmental inspection will be conducted by the Department of Health. The sanitation coordinator will document corrective actions.
D. Training for sanitation coordinators and inspectors	Coordinators and weekly inspectors will receive appropriate training. Training will include an actual on-site inspection. The balance of training will include a review of the checklist for sanitation inspections and the requirements of each item.
E. Pest/vermin control	<ol style="list-style-type: none">1. Each facility will contract a licensed pest control agency to provide routine and emergency services adequate for the control of pests and vermin at the facility.2. At leased facilities, the leaser will contract for pest control unless otherwise specified in the lease agreement.3. Employees will report any observation of insects, rodents, or other vermin and the pest control agency will be contacted for emergency services when conditions warrant.4. Employees must also take precautions to eliminate conditions that could be conducive to harboring or breeding such vermin: exit doors must always be closed securely; lids for waste containers holding organic waste must be fastened down; and trash collection areas must be kept clean.
F. Food service areas	Inspection of foodservice areas is addressed in food service policies and not included in the scope of this policy.

Forms:	<u>CS-0117, Inspection Checklist for Offices and Facilities</u>
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Collateral documents:	<i>None</i>
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Glossary:

<i>Term</i>	<i>Definition</i>
<i>Sanitation:</i>	The application of measures to make environmental conditions favorable to health; the act or process of making sanitary.
<i>Sanitation coordinator:</i>	The individual assigned to manage, direct and supervise the facility sanitation program.
<i>Sanitation inspector:</i>	The individual(s) designated to perform <u>weekly</u> inspections of assigned area(s) in a youth development center.